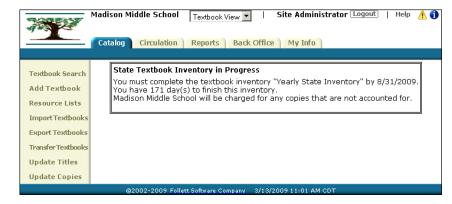


## Quick Help for performing a state textbook inventory at your school

## Starting your state-initiated inventory

Once the state starts your inventory, you see a reminder each time you log into Destiny. Destiny displays the deadline for the inventory and the number of days remaining before the deadline.

If you have pending incoming transfers, you need to receive all incoming copies before starting to scan for inventory.



## State Textbook Inventory in Progress

You will not be able to scan or enter barcodes into inventory "2009 State Inventory" until 1 incoming transfer has been received.

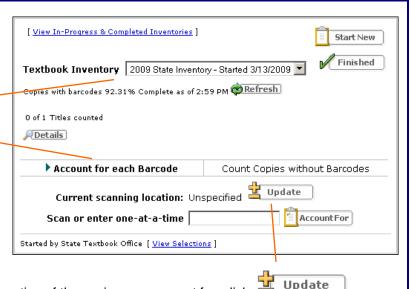
To scan items for inventory, open **Back Office > Inventory**.

## Accounting for barcoded copies

You may have more than one inventory in progress. If so, choose the state inventory from the list of open inventories.

To inventory copies with barcodes, click **Account for** . **each Barcode**.

As you scan each barcode, the most recently accounted for copies are listed below.



To verify or update the Location of the copies you account for, click to select your current location



